



DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY GARRISON BENELUX  
UNIT 21419  
APO AE 09708

IMEU-CHV-HR

21 SEP 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 33, Responsibility for Safeguarding Personal Identifiable Information

1. References:

a. Memorandum, HQ IMA, IMAH-ZA, 16 Jun 2006, SAB.

b. DoDD 5400.11, DoD Privacy Program, 16 Nov 2004.

2. This policy applies to all supervisors, managers, and staff officials who are assigned to the USAG BENELUX. All supervisory personnel, military and civilian, will adhere to this guidance and ensure that their employees collect, maintain, use and disseminate information only as authorized by law and regulation.

3. IAW reference 1b, all "DoD personnel shall...ensure that personal information contained in a system of records, to which they have access to or are using incident to the conduct of official business, shall be protected so that the security and confidentiality of the information shall be preserved". Managers and supervisors have the responsibility to ensure that sensitive and personal information is protected from loss or misuse.

4. As managers, you must ensure that employees are trained and knowledgeable on the procedures necessary for safeguarding information. This may require establishing appropriate administrative, technical, and physical safeguards to ensure the security of records and to prevent compromise or misuse of information. Documents containing personal information, such as home addresses, phone numbers, Social Security numbers, etc. require special handling and protection. In addition to protection under the Freedom of Information Act (FOIA), much of the information is protected under the Privacy Act and should be identified as FOR OFFICIAL USE ONLY or FOUO.


5. The steps for handling FOUO are simple – FOUO material should be labeled as it is created. Unclassified documents containing FOUO material must be marked FOUO in bold letters at the top and bottom of each page, including any cover pages. This marking should also appear on hard copy and electronic media such as database screens, electronic document files, email and other communications, photographs, films, tapes, and slides. Use DA Label 87, FOUO Cover Sheet, to protect documents when in use or in transit.

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6. The USAG BENELUX Security Office located in Bldg 30, Room 143, Daumerie Caserne is available to provide you additional information regarding the safeguard of documents, and can provide assistance in establishing procedures and training to your employees.

7. I hold each and every employee accountable for ensuring that personal information contained in reports or records is safeguarded against loss or misuse, and expect everyone to strictly adhere to this policy. Safeguarding personal identifiable information is everyone's responsibility and should be routinely practiced when accomplishing our mission.

  
DEAN A. NOWOWIEJSKI  
COL, AR  
Commanding